

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY



OFFICE OF  
ADMINISTRATION  
AND RESOURCES  
MANAGEMENT

July 18, 2018

**MEMORANDUM**

**SUBJECT:** Senior Executive Service Reassignment

**FROM:** Kyle Barja  
Human Resources Specialist  
RTP Shared Service Center

**TO:** Deborah Jordan

Your voluntary reassignment to the Senior Executive Service (SES) position of Deputy Regional Administrator, ES-0340-00, has been approved. This position is located in Region 9, San Francisco, CA. The annual salary associated with this reassignment is \$189,600.

The law establishing the SES requires that you receive written notice 15 calendar days in advance of any reassignment. This provision was established to protect employees by providing them with an opportunity to raise questions and issues to management, prior to a reassignment. This letter is your written notice of your reassignment.

If you have any questions about this reassignment, please contact Kyle Barja at [barja.kyle@epa.gov](mailto:barja.kyle@epa.gov) or 919-541-2477.

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Please indicate your preference by placing an X beside your choice and return this document via email to [barja.kyle@epa.gov](mailto:barja.kyle@epa.gov).

I wish to: \_\_\_\_\_ wait the full 15 calendar day notice period prior to this reassignment.

I wish to: ☒ \_\_\_\_\_ waive the 15 calendar day notice period.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

7/19/2018